

The Undergraduate Student Government Bylaws

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Article I. Eligibility to Hold Office

Section 2.01 All members of the Undergraduate Student Government must be enrolled students of Michigan Technological University.

Section 2.02 All members of the Undergraduate Student Government and all appointees of the Undergraduate Student Government must have at least a 2.00 grade point average both semester and cumulative at the time of their election or appointment and during their term in office. Confirmation of their G.P.A. is done by the Undergraduate Student Government Advisor at the beginning of each academic semester of the regular scholastic year. First year representatives are not required to have a G.P.A. at the time of election.

Section 2.03 In cases where special circumstances exist, the Election Committee may allow a candidate to run for a class office that is either immediately above or immediately below the class dictated by their credit standing. (For example, a first year student with sophomore standing may still run for election as a first year representative. A fourth year student with junior standing may run for election as a senior. The intention is to allow students to campaign for the class that they most accurately represent, when their actual class standing (credit-wise) is different due to transfer or AP credits, Co-op experiences, etc.)

Article II. Election Policy

Section 2.01 A copy of this election policy shall be given to each candidate.

Section 2.02 Students must have a cumulative grade point average at least 2.00 at the time of appointment in order to qualify for candidacy under University policy. First year representatives are not required to have an established GPA at the time of appointment.

Section 2.03 The number of candidates for an office shall not be limited.

Section 2.04 No candidate shall be allowed access to election programs or data related to their election period.

Section 2.05 The Undergraduate Student Government, as a body, shall not support or oppose any candidate.

Section 2.06 The Undergraduate Student Government office shall not be used for any campaign purposes, including Xeroxing and the display of campaign posters.

Section 2.07 Campaign Policies:

- 1) All campaign methods must be taken down or deleted by 8:00am on the first day of the election process.
- 2) All postings must adhere to the University posting policies.
- 3) In the event the Elections Committee or the Undergraduate Student Government receives a complaint, it will be reviewed within 3 days of when the complaint is received.

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- (ii) The applicant under review must be notified within 24 hours of when the complaint is received.
- (iii) Decisions must be made within 7 days of when the complaint is received.
- (iv) The Review Committee will consist of the chairs of the Elections and Judiciary Committees.
- (v) If a decision is not made within 7 days, the complaint is null and void.
- (vi) No one person can be charged with the same complaint a second time.

Section 2.08 No late nominations will be accepted, except as provided by articles VI.1.3 and VI.3.3 of the current USG Constitution. Any student wishing to be recognized as a candidate, but filing their candidacy after the ballot printing deadline (as defined in the current elections packet) will not be listed on the ballot, and must run as a “write-in” candidate

Section 2.09 Candidates must attend all mandatory meetings. Missing a meeting will result in the immediate removal of the candidate’s eligibility to obtain an office during that year’s election. In the event of special circumstances for missing a meeting, the Elections Committee Chair will decide if the candidate is still eligible for election.

Section 2.10 Ballots for elections shall meet the following criteria:

- 1) Names of all candidates must appear on all ballots, even if unopposed.
- 2) The order of names on the ballots shall be decided by random drawing.

Section 2.11 Any violations of this policy shall be brought before the Election Committee of the Undergraduate Student Government for review. The Election Committee has the power to disqualify a candidate and/or declare elections null and void. Appeals of the decision(s) of the committee may be brought forth to the Undergraduate Student Government and appealed to the Vice Provost/Dean of Student Affairs.

Section 2.12 Write-In candidates may assume a representative position if appointed by the President as well as a 2/3 vote of the full USG body and a ¾ vote of the remaining representatives of the class of the potential representative in consideration.

Section 2.13 Any and all campaign advertisements and promotion must be in good taste and in line with the student code of conduct. Slander, belittlement of opponents, or offensive behavior will result in the immediate dismissal of the nominee in question from the election in its entirety. Therefore the nominee will not be allowed to appear on the ballot as a candidate and shall not be taken into consideration if he/she becomes a write-in candidate.

Article III. Attendance

Section 3.01 An Undergraduate Student Government (USG) member may be excused from a meeting by notifying the Undergraduate Student Government President and Secretary in advance.

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Section 3.02 Undergraduate Student Government members may be excused from (an) office hour(s) by notifying the USG Vice President in advance. Such office hour(s) must be made up within two weeks of the missed office hour(s). Failure to make up the missed office hour(s) within two weeks will result in a referral to the Personnel Committee.

Section 3.03 An Undergraduate Student Government member may be excused from a committee meeting by notifying the Chair of the committee at least 12 hours in advance. Failure to attend scheduled committee meetings will result in a referral to the committee chair and USG Vice President.

Article IV. Appointments

Section 4.01 The USG President is responsible for recommending appointments of new members in the event an open position becomes available. The recommendation is then voted on by the Undergraduate Student body. There will be at least a one week time period between the date the open position is announced to the USG body and when the voting occurs.

Section 4.02 The USG President is responsible for appointing a Webmaster and Committee Chairs.

Section 4.03 No position appointed by the USG President is entitled carry-over into the following year in the event the representative is granted carry-over.

Section 4.04 The Vice President shall have the power to appoint liaisons to open positions as they become available. If a member is not serving as a liaison to another organization which is approved by the Vice President that member will have an additional half hour of office hours.

Article V. Associate Membership

Section 5.01 The Undergraduate Student Government may find it necessary to call upon interested students in order to assist with the work of its committees. Such persons will be called “associate members” of the Undergraduate Student Government. The total number of associate members should be responsive to circumstance; therefore no limit on the number of associate members shall be imposed except at the discretion of the President. An associate member may be selected in one of four following ways:

- 1) He or she accepts an invitation from the general body in commendation of specific activities which have benefited the campus community.
 - a) Such an invitation will be extended only after a majority vote of the general body at a regular meeting.
 - b) Such an invitation may be extended to a group of individuals for collective activities which have benefited the campus community.

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- 2) A Letter of Commendation will also be given (along with the invitation of associate membership) to the individual(s) in question detailing the reasons for which the invitation was extended.
 - a) He or she accepts an invitation by the President to serve on a standing committee, ad hoc committee, or to assist with a specific project or initiative.
 - b) He or she accepts an invitation by a Committee Chairperson to serve on a standing committee, ad hoc committee, or to assist with a specific project or initiative.
 - c) He or she makes a request to the President to serve on a standing committee, ad hoc committee, or assist with a specific project or initiative and the President approves the request.

Section 5.02 The term of associate members shall be limited by the following:

- 1) At the request of the associate member.
- 2) At the request of the President.
- 3) At the request of the appropriate Committee Chairperson.
- 4) At the dissolution of the ad hoc committee on which the associate member serves.
- 5) At the conclusion of the project or initiative with which the associate member assists.
- 6) If the associate member is elected to be a regular voting member of the Undergraduate Student Government.
- 7) At the time which the associate member ceases to be a member of the student body (i.e. graduation, etc.).

Section 5.03 Associate members shall be non-voting members of the Undergraduate Student Government, as such, they generally will not be required to have office hours or serve as liaisons to other organizations (although they may do so at their discretion and that of the President).

Article VI. Student Activity Fee Subsidiary Funding Request Policy

Section 6.01 Statement of Purpose

- 1) The purpose of the Student Activity Fee Subsidiary Funding Request Policy is to establish the qualifications necessary for subsidiaries to request and receive funding from the Student Activity Fee (SAF), as well as to define the allowable requests and expenditures that may come from the SAF.

Section 6.02 Eligibility to Request Funds

- 1) All organizations requesting funds must be registered for the current academic year with the Office of Student Activities as a Michigan Technological University (MTU) student organization.
- 2) The Undergraduate Student Government may also fund activates and program put though the Office of Student Activities that may benefit the student body.

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- 3) The Undergraduate Student Government will fund the payroll of the Student Organization Secretary, as her job helps benefit all student organizations on campus.
- 4) The organization must have membership that is open to all students at MTU.

Section 6.03 Fundable Requests

- 1) The Undergraduate Student Government may allocate funds for the following purposes.
 - a) Projects and Activities (example: Concrete Canoe or Future Car construction, Homecoming, K-Day, advertising, copying, etc.)
 - b) Projects or activities that are open to the entire MTU student population may be funded through the Undergraduate Student Government if the group is not an open organization.
 - c) Equipment
 - d) Capital Outlay (Substantial Equipment Purchases). The Undergraduate Student Government may fund the purchase of necessary equipment (example: scuba tanks, computer programs, office supplies, etc.), provided the equipment is stored in a convenient, secure University location where access is available to members of the organization
 - e) Safety Equipment. The Undergraduate Student Government may fund the purchase of equipment necessary to the safety of the group and its members (example: climbing rope, parachutes, baseball helmets, etc.)
 - i) Equipment purchased through SAF funds can not be sold.
 - ii) A group can only sell equipment if it goes toward the purchase of new equipment or event.
 - iii) Any unwanted equipment should be given to the Undergraduate Student Government.
 - f) Competitions
 - i) The Undergraduate Student Government may fund the total registration, housing, and travel expenses for organizations wishing to send participants to a competition(example: Michigan State Indoor Soccer Tournaments, Martial Arts Competitions, Formula SAE Competition, Concrete Canoe, etc.).
 - ii) However, no more than fifteen (15) people, or two (2) teams (whichever is less) may be funded.
 - g) Conferences and Symposiums
 - i) The Undergraduate Student Government may fund the total registration, housing, and travel expenses for organizations wishing to send representatives to conferences and/or symposiums (example: Regional Society of Chemical Engineers Conference, National Association of Mechanical Engineers Conference).
 - ii) However, no more than four (4) members may be funded.

Section 6.04 Expenditures NOT Eligible For Funding

- 1) Alcohol, Food or any giveaways to members or nonmembers
- 2) Organizations can only be funded for food if the expenditure is:

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- a) For students participating in an on-campus program or event that is open to all students and publicized as such (this does not include organization meetings or small food items served at events)
- b) For contracted speakers or performers
- c) For conferences and competition travel
- 3) Salaries for full-time or part-time staff
- 4) Contributions or donations to the campaign fund of any candidate or political movement. This does not prohibit the payment of speaker's fees to political figures.
- 5) Student activity fees cannot be used for contributions or donations to charitable organizations.
- 6) Expenditures for awards

Section 6.05 Funding Request Requirements

- 1) Student organizations participating in SAF funding request hearings, thus requesting funds for the next academic year, must adhere to the following guidelines
 - a) A representative of the organization requesting funds must come before the Undergraduate Student Government Ways and Means Committee at the SAF Funding Request Hearings at the time designated by the Ways and Means Committee.
 - b) Failure to meet with the Ways and Means Committee at the designated time will cause the organization to receive no allocation for the year in which funding was to be requested.
 - c) If an organization requesting funding is not able to attend the scheduled hearings time, a member from the organization must contact the treasurer of the Undergraduate Student government at least four (4) days prior to the group's scheduled hearing time to make other arrangements.
- 2) If all of the procedural guidelines outlined in the SAF Funding Request Hearing Information Packet are not followed, the Ways and Means committee will not review the request for an allocation.
- 3) In the event that the organization does **NOT** meet all the requirements (for example keeping a minimum of ten (10) members) set by the Office of Student Activities to continue to be considered a Registered Student Organization (RSO) at the time of requesting funds, they will not be able to request or receive any funding for that year.

Section 6.06 Allocation Reimbursement Requirements

- 1) The student organization requesting reimbursement from their allocation must be currently registered with the Office of Student Activities.
- 2) Allocations must be claimed after purchase, except in the cases of special circumstances, which are to be determined by the Ways and Means Committee.
- 3) The student organization requesting reimbursement must sign up to meet with the Undergraduate Student Government Ways and Means Committee.

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- a) The student organization must leave the receipts with the Undergraduate Student Government when it signs up to meet with the Ways and Means Committee.
- b) This meeting will take place at a regularly scheduled Ways and Means Committee meeting.
- 4) Organizations requesting reimbursement from their allocation must do so before the end of the end of the academic year in which the allocation was given for.

Section 6.07 Special Budget Groups Funding Request Policy

- 1) Statement of Purpose: The purpose of the Student Activity Fee Special Budget Groups (SBGs) Funding Request Policy is to establish the qualifications necessary for SBGs to request and receive funding from the Student Activity Fee (SAF), as well as to define the allowable requests and expenditures that may come from the SAF.

Section 6.08 Eligibility to Request Funds:

- 1) All organizations requesting funds must be registered for the current school year with the Office of Student Activities as an MTU student organization.
- 2) The organization must be a member of the SBGs as provided in the Undergraduate Student Government (USG) constitution and bylaws.
- 3) The Graduate Student Government (GSG) is encouraged to attend all SBG meetings. However, since the GSG has its own SAF revenue it will not be granted funds from the USG's SAF revenue.

Section 6.09 Allowable Expenditures

- 1) The USG may allocate funds for the following purposes. The W&M Committee may grant exceptions on an individual basis.
 - a) Projects and Activities that are designed to accommodate or affect, and are open to the entire MTU student population, may be funded through the USG. (examples: Concerts and shows, comedians, printing a weekly paper, providing sound and lighting at an event, broadcasting radio shows, producing student organization information booklets, etc.)
 - b) Equipment
 - c) Capital Outlay (Substantial Equipment Purchases). The Undergraduate Student Government may fund the purchase of necessary equipment (example: scuba tanks, computer programs, office supplies, etc.), provided the equipment is stored in a convenient, secure University location where access is available to members of the organization
 - d) Safety Equipment. The Undergraduate Student Government may fund the purchase of equipment necessary to the safety of the group and its members (example: climbing rope, parachutes, baseball helmets, etc.)
 - i) Equipment purchased through SAF funds can not be sold.
 - ii) A group can only sell equipment if it goes toward the purchase of new equipment or event.

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- iii) Any unwanted equipment should be given to the Undergraduate Student Government.
- e) Competitions
 - i) The Undergraduate Student Government may fund the total registration, housing, and travel expenses for organizations wishing to send participants to a competition(example: Michigan State Indoor Soccer Tournaments, Martial Arts Competitions, Formula SAE Competition, Concrete Canoe, etc.).
 - ii) However, no more than fifteen (15) people, or two (2) teams (whichever is less) may be funded.
- f) Conferences and Symposiums
 - i) The Undergraduate Student Government may fund the total registration, housing, and travel expenses for organizations wishing to send representatives to conferences and/or symposiums (example: Regional Society of Chemical Engineers Conference, National Association of Mechanical Engineers Conference).
 - ii) However, no more than four (4) members may be funded.

Section 6.10 Expenditures NOT Eligible For Funding

- 1) Alcohol, Food or any giveaways to members or nonmembers
- 2) Organizations can only be funded for food if the expenditure is:
 - a) For students participating in an on-campus program or event that is open to all students and publicized as such (this does not include organization meetings)
 - b) For contracted speakers or performers
 - c) For conferences and competition travel
- 3) Salaries for full-time or part-time staff
- 4) Contributions or donations to the campaign fund of any candidate or political movement. This does not prohibit the payment of speaker's fees to political figures.
- 5) Student activity fees cannot be used for contributions or donations to charitable organizations.
- 6) Expenditures for awards

Section 6.11 When a Registered Student Organization provides a “service” or equipment for another organization, they must present them with a receipt at the time of the event. The receipt must also be signed by both parties at the time of the event.

Article VII. The Opportunities Fund Policy

Section 7.01 The purpose of the Undergraduate Student Government Opportunities Fund is to provide funding for startup costs of new organizations; unpredicted expenses that promote the student organization, or new initiatives of student organizations that were not previously budgeted for.

Section 7.02 Level of Account:

- 1) The amount of funds for disbursement will be based on the recommendation of the Ways and Means committee, with approval of 2/3 of the membership

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of the Undergraduate Student Government. It is the intent, but not a requirement, that the entirety of this fund be allocated each school year.

Section 7.03 Uses:

- 1) **Start Up:** Start up costs shall be defined as the initial cost of equipment and other items necessary for (1) the function and operation of the registered student organization and (2) the ability of the registered student organization to be successful and beneficial to the students and campus life of Michigan Technological University
- 2) **Unpredicted Expenses:** Unpredicted expenses shall be defined as costs that were not budgeted for because the registered student organization was unable to predict the activity/purchase during regular budget hearings.
 - a) Examples of unexpected opportunities may include, but are not limited to the following.
 - b) Conferences, conventions, symposiums or competitions that a group is suddenly or unexpectedly given the opportunity to attend.
 - c) Annually attended conferences, conventions, symposiums or competitions that suddenly or unexpectedly change in cost, making this increase an expense that could not be budgeted for. (i.e. conference location change or Michigan Tech student organization hosts conference)
 - d) Programming opportunities that presented themselves after the budget hearing process, and could have a substantial benefit to campus life.

Section 7.04 Allocation Requirements

- 1) In order to request and receive a one-time allocation, the student group must be currently registered with the Office of Student Activities.
- 2) The Ways and Means Committee must receive a written proposal including:
 - a) Explanation of campus or organization impact this opportunity will provide
 - b) Amount of funding request
 - c) Other sources of funding
- 3) The Ways and Means Committee reserves the right to deny Opportunities Fund requests based on the level of the Opportunities Fund, the expected and/or current success of the organization and the expected and/or current contributions of the organization to the student body.
- 4) A 2/3 majority of votes cast by the Ways and Means Committee and 2/3 of the total membership of the Undergraduate Student Government shall be required for approval of Opportunities Fund allocations.
- 5) When possible, the Undergraduate Student Government shall wait a minimum of one week after the request has been approved by the Ways and Means Committee to consider the recommendation from that committee.
 - a) The recommendation and reference material will be available for review by the Undergraduate Student Government during the aforementioned week.
- 6) Student groups must obtain the allocated reimbursement during the academic year in which the allocation intended for or was allocated for.

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Section 7.05 Opportunities Fund Reimbursement Requirements

- 1) If the Opportunities Fund Request is approved the amount is added to the student group's allocation amount.
- 2) The group then must follow the guidelines for reimbursement under Section 7.06.

Article VIII. Reserve Fund Policy

Section 8.01 Statement of Purpose

- 1) The primary purpose of the Undergraduate Student Government Reserve Fund shall be for equipment replacement costs, equipment upgrade costs, and equipment safety concerns.
- 2) The Undergraduate Student Government Reserve Fund may also be used in the case of campus emergency(s).

Section 8.02 Reserve Fund Status

- 1) The level of the Reserve Fund at the beginning of each academic year shall be at least \$50,000.00.
- 2) If there is additional money in the Reserve Fund due to carryover of accounts then that money is considered surplus and can be used by the Undergraduate Student Government body for campus improvements, new program initiatives and anything else that will benefit the student body as stated in Section 8.06.

Section 8.03 Reserve Fund Uses

- 1) Equipment
 - a) Replacement costs shall be defined as the cost to replace equipment that is vital to the basic function and operation of the registered student organization of which it cannot function and operate or progress without and is not covered by an insurance policy or is no longer covered under a warranty.
 - b) Replacement costs shall also be defined as the cost to replace equipment that is dangerous to the well being of the members of the registered student organization and its affiliates.
 - c) Upgrade costs shall be defined as the cost to upgrade equipment that is vital to the basic function and operation of the registered student organization of which it cannot function and operate or progress without.
 - d) Upgrade costs shall also be defined as the cost to upgrade equipment that is dangerous to the well being of the members of the registered student organization and its affiliates.

Section 8.04 Reserve Fund Allocation Requirements

- 1) In order to request and receive a one-time allocation the student group must be currently registered with the Office of Student Activities.

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- 2) The Ways and Means Committee must be presented with a complete list of possible options that range in price (from minimum cost to maximum cost) for the requested purchase in a timely manner. This list must include the purpose, as well as the benefits and drawbacks of each item option mentioned (i.e., \$200.00 camera, compared to \$500.00 camera, compared to \$1000.00 camera)
- 3) The Ways and Means Committee reserves the right to deny Reserve Fund requests based on the level of the Reserve Fund, the expected and/or current success of the registered student organization and the expected and/or current contribution of the registered student organization to the student body.
- 4) A two-thirds majority of votes cast by the Ways and Means Committee AND a two-thirds majority vote of the total membership of the Undergraduate Student Government shall be required for approval of Reserve Fund allocations.
- 5) The Undergraduate Student Government shall wait a minimum of one (1) week after the request has been approved by the Ways and Means Committee before the recommendation is brought to vote by the Undergraduate Student Government.
 - a) The recommendation and reference material will be available for review by the Undergraduate Student Government during the one (1) week period.
- 6) In cases of emergency requests for the Reserve Fund, the Undergraduate Student Government may vote immediately on the recommendation with a two-thirds majority vote of the total membership of the Undergraduate Student Government.

Section 8.05 Reserve Fund Reimbursement Requirements

- 1) If the Reserve Fund Request is approved the amount is added to the student group's allocation amount.
- 2) The group then must follow the guidelines for reimbursement under Section 8.06.

Section 8.06 SAF Rollover Usage Policy

- 1.) If the rollover exceeds \$10,000.00 then the Undergraduate Student Government can use up to 75% of the rollover to fund campus upgrades and projects that benefit the undergraduate student population. The reserve fund must not fall below \$75,000 when funding such upgrades and projects.
- 2.) Eligible expenditure of the surplus includes but is not limited to:
 - a. physical campus upgrades
 - b. campus projects and upgrades
- 3.) Ineligible expenditure of the surplus includes but is not limited to:
 - a. Onetime events (i.e. concerts, comedians etc...)
 - b. Items detailed in Section 7.04
- 4.) An Undergraduate Student Government member must present a detailed written proposal to the Ways and Means committee for consideration.

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- 5.) After a 2/3 vote of approval by the Ways and Means committee the allocation must be tabled for 1 week, after which, at the next regular meeting must be approved by a 2/3 vote of the USG body.

Article IX. Open and Closed Organizations

Section 9.01 The definition of an open student organization, as defined by the Undergraduate Student Government at Michigan Technological University, is as follows:

- 1.) An organization that has no or minimal standards, or pre-existing conditions that must be met for membership other than general interest in group activities.
 - i.) An open organization may have a conventional attendance policy.
 - ii.) An open organization may charge realistic membership dues in order to provide for sustained organizational interest.
 - iii.) An open organization may have an attendance based executive board restriction.

Section 9.02 The definition of a closed student organization, as defined by the Undergraduate Student Government at Michigan Technological University, is as follows:

- 1.) An organization where membership is based upon pre-existing conditions or standards that must be met for membership such as, but not limited to, bids, invitations, membership approval votes, interviews, and applications.
 - i.) An organization is closed if it has a membership GPA restriction, with the exception of university policy regarding officer GPA's.
 - ii.) An organization is closed if it has restrictions, other than attendance, on executive board positions.

Section 9.03 The definition of an open club sport, as defined by the Undergraduate Student Government at Michigan Technological University, is as follows:

- 1.) An organization whose members partake in a competitive sporting environment (physical or intellectual). This type of group adheres to the standards set in Section 9.01.
 - i.) A club sport must allow all interested individuals to participate in practices.
 - ii.) A club sport that does not adhere to the above is considered a closed club sport and will not receive funding through the SAF.

Article X. The Special Budget Groups

Section 10.01 As of March 2010 the organizations currently recognized as Special Budget Groups are:

- 1) The Undergraduate Student Government
- 2) The Memorial Union Board

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- 3) The Michigan Tech Lode
- 4) The M.T.U. Student Entertainment Board
- 5) Sound and Lighting Services (SLS)
- 6) WMTU

Section 10.02 To be considered a Special Budget Group, the following stipulations must be met by application to the USG body:

- 1) The organization must be a Registered Student Organization (RSO), meeting the minimum ten (10) members, who has shown a constant attempt to improve membership.
- 2) Every year, presented in written format to the USG governing body, the organization must be able to create a list of the events/programs coordinated by the organization and the impact it has had on the student of Michigan Technological University with the following items listed:
 - i. Estimated amount of students and community members impacted/attended the event (must show the amount of students and community members separately).
 - ii. Itemized list of all equipment, products, etc. year with Student Activities Fund allocations.
- 3) Within reason, the organization must be able to prove to the governing body of USG why they feel the title of Special Budget Group should be given to them.
- 4) All organizations that receive Special Budget Group status must reapply every two years to the current governing USG body to maintain said status. Special Budget Group status will be given with a two-thirds (2/3) of total membership of the USG body.

Article XI. Student Storage Policy

Section 11.01 Statement of Purpose: The purpose of the SDC Student Storage Facility is to provide convenient storage for registered student organization equipment.

Section 11.02 Storage Allocation process:

- 1) At the beginning of each academic year, the Service Committee will establish procedural guidelines for requesting storage allocations for that year. Failure to comply with storage allocation guidelines will result in lose or refusal of storage allocation.
- 2) Storage allocations changes (e.g. new allocation, eviction, mandatory sharing) must be approved by a majority vote of the entire USG body.

Section 11.03 The Eligibility for Student Storage

- 1) All organizations must be registered for the current academic year with the Office of Student Activities as a Michigan Technological University student organization. The organization must also have membership that is open to all students at MTU.

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- 2) Every month a USG member will inspect the Storage Facility. They will check that all organizations are:
 - a) Keeping their storage area clean and organized.
 - b) Using most of their storage unit space. Shared units must be using most of their unit as well.
 - c) Keeping an accurate inventory of equipment and when it is used.
 - d) Any other requirements set by the Service Committee.
- 3) If an organization fails to meet these requirements USG will review their allocation and they may be asked to:
 - a) Evicted and forced to remove their equipment in one week. Failure to remove equipment in one week, grants USG the power to remove it for them and disperse/dispose as seen fit. (Preferably reused by some other RSO)
 - b) Forced to share their storage area with another organization on the waiting list.

Section 11.04 The Service Committee may make exceptions on an individual basis.

Section 11.05 USG reserves the right to refuse any organization space or evict them for improper behavior, breaking University Policy or tampering with any equipment they don't own.

Article XII. Committee definitions

Section 12.01 Student Issues

- 1) Purpose:
 - a) The Student Issues committee shall be responsible for finding, investigating and resolving any “issues” that could lead to an improved undergraduate experience.
 - b) The student issues committee shall be an advocate for members of the campus community who feel their civil rights have been impinged, and serve as a check on university policies and procedures to ensure they respect the civil rights of all members of the campus community.
- 2) Membership of this committee shall consist of the following members appointed from the Undergraduate Student Government by the President of the Undergraduate Student Government:
 - a) A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.
 - b) A Vice-Chair who will fulfill the duties of the Chair should the Chair be absent.
 - c) An unlimited number of other members.

Section 12.02 External Affairs

- 1) Purpose:

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- a) The external affairs committee has the charge of representing the undergraduate student of Michigan Technological University on off-campus student bodies at the local, state and national level.
- 2) Membership of this committee shall consist of the following members appointed from the Undergraduate Student Government by the President of the Undergraduate Student Government:
 - a) A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.
 - b) A Vice-Chair who will fulfill the duties of the Chair should the Chair be absent.
 - c) Three other members.

Section 12.03 Public Relations

- 1) Purpose:
 - a) The public relations shall have charge of all Undergraduate Student Government publications and advertising on-campus and off-campus when not conflicting with the purpose of the External Affairs committee as defined in Article XI, Section 5.6.1.
- 2) Membership of this committee shall consist of the following members appointed from the Undergraduate Student Government by the President of the Undergraduate Student Government:
 - a) A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.
 - b) A Vice-Chair who will fulfill the duties of the Chair should the Chair be absent.
 - c) An unlimited number of other members.

Section 12.04 Service

- 1) Purpose:
 - a) The service committee shall have two primary functions. First, the service committee shall head the chili van during Winter Carnival, and other miscellaneous community service events. Second, the service committee shall manage and once a month check the student storage space in the barn located near the Student Development Complex.
- 2) Membership of this committee shall consist of the following members appointed from the Undergraduate Student Government by the President of the Undergraduate Student Government:
 - a) A Chair who will call and preside over committee meetings and present committee reports to the Undergraduate Student Government.
 - b) A Vice-Chair who will fulfill the duties of the Chair should the Chair be absent.
 - c) 3 other members.